SECURITY ADMINISTRATOR II*

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work involving responsibility for participating in the development of policies and procedures to secure computer systems and for overseeing and participating in the installation of networking security systems and configuring, updating and maintaining security software, in order to ensure the safekeeping and protection of computer data from unauthorized intrusion, modification or destruction. This title is distinguished from that of Security Administrator in the level of independent judgment exercised and in the complexity of assignments. The work is performed under the supervision of a higher-level administrator and in accordance with computer network/system's security policy and supervision is provided to a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
Provides input in the development of policies and procedures for computer system security;
Administers, maintains and troubleshoots firewalls;
Configures, monitors and manages routers and switches;
Manages and troubleshoots network architecture protocols, using packet sniffers;
Installs, configures and maintains Web filtering software, and upgrades servers, reports and filters according to network security policy;
Establishes network security policies for workstations and servers with configuration issues, IP assignments and maintenance, and allowed times for network access;
Oversees and participates in network systems security documentation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles and practices of computer system security administration; thorough knowledge of firewall management; thorough knowledge of web filtering software and hardware; good knowledge of network administration; ability to develop and implement computer security policies and procedures; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex technical material; ability to prepare written material, especially system security documentation; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS:
1. A Bachelor's degree <u>and</u> four (4) years of experience in security systems administration and/or network administration, at least three (3) years of which included the use of Firewall Management, routers, switches, LDAP, Radius, VPN, remote access, IDS/IPS and web filtering software as a primary function of the work; <u>or</u>

2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) <u>and</u> six (6) years of experience in security systems administration and/or network administration, at least three (3) years of which included the use of Firewall Management, routers, switches, LDAP, Radius, VPN, remote access, IDS/IPS and web filtering software as a primary function of the work.

NOTES
1. A Bachelor's degree in Computer Science, Management Information Systems, Business Administration, or comparable curriculum, may be substituted for two (2) years of the required general experience.
2. Certification as a Novell Network Administrator or Novell Network Engineer may be substituted for one (1) year of the required general experience.

PROMOTION: One (1) year of permanent status as a Security Administrator.

*This reflects a retitling of Security Administrator II (MIS).

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Competitive